

乐信总部大厦建筑概念方案设计公开招标

Open Bidding for the Conceptual Scheme of Lexin Headquarters Building

# 招标文件

TENDER DOCUMENT

2020.06

招标人: 深圳市分期乐网络科技有限公司  
Tenderee: Shenzhen Fenqile Network Technology Co., Ltd.

咨询单位: 深圳市一和雅韵文化传播有限公司  
Consulting: Ehow R&D Center

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# 第一部分 投标须知

## Part I Notes for Bidders

### 一、项目说明

#### I. Project Description

1.1 项目名称：乐信总部大厦

1.1 Project name: Lexin Headquarters Building

1.2 招标人：深圳市分期乐网络科技有限公司

1.2 Tenderee: Shenzhen Fenqile network Technology Co., Ltd.

1.3 监督单位：深圳市规划和自然资源局南山管理局

1.3 Supervisor: Nanshan Office of Planning and Natural Resources Bureau of Shenzhen Municipality

1.4 项目概况

1.4 Project overview

<b>工程名称</b> <b>Project name</b>	乐信总部大厦 Lexin Headquarters Building
<b>建设地点</b>	深圳市南山区粤海街道海德二道与中心路交汇处, 宗地号: T107-0088 The Lexin Headquarters Building Project is located at the intersection of Haide Second Avenue and Zhongxin Road, Yuehai Sub-district, Nanshan District, Shenzhen City, with the parcel No. of T107-0088.
<b>建设规模</b> <b>Construction scale</b>	总用地面积 2911.25 平方米, 建筑容积率 16.04, 总建筑面积不超过 46700 平方米, 其中办公 43300 平方米, 商业 2000 平方米, 食堂 1300 平方米, 物业管理用房 100 平方米。地下车库、设备用房及公共交通等不计容积率。地下车库、设备用房及公众通道等不计容积率。建筑塔楼限高 150 米。 The total land area is 2911.25m <sup>2</sup> , building FAR is 16.04, and the gross floor area is no more than 46,700m <sup>2</sup> , including 43,300m <sup>2</sup> for office, 2,000m <sup>2</sup> for commerce, 1,300m <sup>2</sup> for dining hall, and 100m <sup>2</sup> for property management room. The underground garage, equipment room, and public transportation, etc. are not included into FAR calculation. The underground garage, equipment room, and public passage, etc. are not included into FAR calculation. The building tower height limit is 150m.
<b>建设周期</b> <b>Construction period</b>	3 年 3 years

1.5 项目区域介绍

1.5 Introduction of project area

乐信总部大厦项目位于深圳市南山区粤海街道海德二道与中心路交汇处, 宗地号: T107-0088, 土地用途为商业用地。地属南山区后海中心核心区, 周边交通及配套设施齐全, 未来将持续建设为总部企业云集地区。区域拥有区位优势及政策支持, “金融+科技”产业集

聚效应优越，固定资产投资升值潜力大。

The Lexin Headquarters Building Project is located at the intersection of Haide Second Avenue and Zhongxin Road, Yuehai Sub-district, Nanshan District, Shenzhen City, with the parcel No. of T107-0088 and the land purpose of commercial land. The area is at the core of Houhai Central Area, Nanshan District and enjoys convenient transportation and complete supporting facilities around; it will be built into a place where headquarters enterprises gather in the future. The area has geographical advantages and policy support, superior “finance + technology” industrial agglomeration effect, and large appreciation potential of fixed assets investments.

本项目地块北隔海德二道与安邦项目 D-06 商业地块相望，东侧地块为深圳建工&宝鹰控股项目；南侧为深圳湾文化广场 B 区。

The plot faces the D-06 commercial plot of Anbang project across Haide Second Avenue in the north, with the SCEH & Bauing Holding project on its east side and Area B of Shenzhen Bay Cultural Plaza on its south side.

## 1.6 招标内容

### 1.6 Content of tender:

本次招标将确定本项目的建筑概念方案，中标单位将按照建筑师设计任务书的要求，完成具体工作。本次竞赛招标需要提交的成果参见第二部分《乐信总部大厦概念方案竞赛设计任务书》。

This tender will determine the architectural conceptual scheme of this project, and the winner will complete the work as per requirements of the design brief of the architect. Refer to Part II *Design Brief of the Competition for the Conceptual Scheme of Lexin Headquarters Building* for deliverables to be submitted in this competition.

## 二、招标规则

### II. Tender Rules

本次招标工作分为三个阶段进行：第一阶段为报名及资格预审阶段；第二阶段为方案评审阶段；第三阶段为定标阶段。

**The tender will be carried out in 3 stages: Stage 1 Application & Prequalification, Stage 2 Scheme Design & Review, and Stage 3 Determination of Bid Winner.**

#### 2.1 第一阶段---报名及资格预审阶段

##### 2.1 Stage 1 Application & Prequalification

本次招标的资格预审将采用邀请+公开的方式。招标人向受邀候选单位发出邀请，并从中选出 2 家单位入围；另外 3 家入围投标单位将在公开报名的投标单位中择优选取。这 5 家入围投标单位将共同参与第二阶段的方案评审。

The prequalification of this tender will adopt the method of **invitation + open application**. The Tenderee will issue the invitation to the invited agency candidates and select two as the shortlisted ones; the other three shortlisted agencies will be selected from the bidders through open application. The five shortlisted bidders will jointly participate in the second stage: scheme design and review.

### 2.1.1 受邀单位

#### 2.1.1 Invited agency

受邀单位由招标人根据受邀单位的行业声誉、业绩、获奖情况、拟投入的团队成员等进行综合考虑确定，并经政府相关部门批准。

The invited agency will be determined by the Tenderer after comprehensive consideration of its industrial reputation, achievements, awards, proposed team members, etc. and approved by the relevant government authorities.

拟邀请 2 家单位（按单位名称拼音首字母序）：（详见拟邀请单位详细信息表）

It is planned to invite two agencies (in the order of the initial alphabet of the company name): (please refer to the detailed information form of the invited agencies for details)

NBBJ LP

Aedas Beijing Ltd

### 2.1.2 公开报名

1、本次招标不设资质限制，采用公开报名的方式，投标单位须是中华人民共和国境内、外注册的具有法人资格的企业或机构。不接受个人及个人组合的报名。

1. The tender has no qualification restriction and will be open to the public. The bidder must be the enterprise or institution legally registered inside or outside the People's Republic of China. The registration of individual and team of individuals will not be accepted.

2、本次招标不接受联合体报名。

2. The registration of consortium will not be accepted.

3、投标单位须具有类似的办公建筑方案设计能力及实践经验的投标单位。

3. The bidder must have design capability and practical experience in similar office building schemes.

4、参与本次投标的设计人员应为该设计机构的在册人员。首席设计师须由主持过多个同类型项目的人员担任，必须直接参与投标全过程，且须按评审要求汇报投标方案。主创设计团队要求人员稳定，如中标后需更换主要设计人员，须经过招标人的事先书面同意。为了保证项目设计人员对中国地区背景和相关要求的准确理解，项目设计人员中应至少有一名通晓汉语的人士。

4. The designers participating in the tender shall be registered personnel of the design institute. Chief Designer shall be a person who has held several projects of the same type, shall be directly involved in the whole bidding process, and make scheme presentation as per review requirements. The designer team is required to have fixed personnel, and the need to replace any main designer must be consented to by the Tenderer in writing in advance. In order to ensure that the project designers have an accurate understanding of the regional background of China and the related requirements, there should be at least one project designers fluent in Chinese.

5、报名的投标单位根据招标文件要求提交报名资料。

5. Registered bidders shall submit the application information as required by the tender document.

### 2.1.3 资格预申报文件的组成

#### 2.1.3 Composition of prequalification documents

1) 报名表（详见附件 1）；

1) Application form (see details in Annex 1);

2) 有效的营业执照（或商业登记证明）复印件；

2) Copies of valid business license (or commercial registration certificate);

3) 企业资质证明文件（如有）；

3) Enterprise qualification documents (if any);

4) 法定代表人证明、法定代表人授权委托书（原件，加盖公章或签字）、被授权人身份证（复印件，加盖公章）；

4) Certificate of Legal Representative, Power of Attorney of Legal Representative (original, which is affixed with official seal or signature), ID card of the entrusting party (copy, which is affixed with official seal);

5) 公司简介；

5) Company profile;

6) 报名单位近 5 年（按竣工时间计算）类似项目证明文件（不超过 5 个），并提供以下证明材料：

6) Supporting documents (no more than 5 documents) of similar projects of the applicant in past 5 years (based on the time of completion), as well as the following evidentiary materials:

a) 中标通知书或设计合同盖章签字页复印件（竞赛获奖不计算在内）；

a) Copies of the seal and signature page of the Letter of Bid Award Notification or Design Contract (excluding competition awards);

b) 设计作品的相关照片（完工项目）或效果图（在建项目）；

b) Relevant photos (as-built projects) or renderings (projects under construction) of design works;

c) 设计作品的委托方的有效办公电话及联系人等相关证明材料。

c) Relevant evidentiary materials such as valid office phone and contact person of the entrusting party of the design works.

7) 本项目主创设计师及设计团队情况介绍（主创设计师及设计团队人员简介、个人职业资质证明文件），主创设计师近 5 年（按竣工时间计算）类似项目业绩（不超过 5 个，竞赛获奖不计算在内）。

7) Introduction to chief designers and the design team of the project (introduction to chief designers and the design team and qualification documents of each designer), achievements of similar projects (no more than 5 projects, excluding competition awards) of chief designers in the past 5 years (based on the time of completion);

注：如果主创人员在 5 年内变更设计单位，而其相关业绩在原设计单位完成的，需注明且说明在原设计团队中参与的工作内容，并提供联系人。

Note: If a chief designer changed his or her job within past 5 years, and the achievements provided were completed in the former design company, it is necessary for the designer to specify his or her detailed work and provide valid contact of the project.

#### **2.1.4 资格预申报文件的编制**

#### **2.1.4 Preparation of prequalification**

1、报名文件：采用 A4 尺寸，双面打印，页数控制在 50 张纸内（即 100 页，不包括封面及

目录), 简装, 软皮封面装订成册, 并附目录 (详见附件 1)。

1. Application documents: Application documents shall be printed in A4 size on both sides with a maximum 50 sheets of paper (that is 100 pages, excluding cover), which shall be bound together in book form with simple binding and soft cover, attached with table of contents (see Annex 1 for details).

2、数量: 报名文件提供 1 份正本 6 份副本, 正本须加盖投标单位签章, 副本可为正本复印件。

2. Quantity: Application document shall be provided in one original and six copies. The original shall be affixed with the signature and seal of the Bidder, and the copies can be the copy of the original.

3、以上文件的电子文档均须在提交截止时间前发送至以下邮箱 [competition@ehow.net.cn](mailto:competition@ehow.net.cn), 并拷贝到 1 个 U 盘提交 (包含报名文件 PDF 及 Word 文件)。

3. All the electronic documents of the above documents shall be mailed to [competition@ehow.net.cn](mailto:competition@ehow.net.cn) below before the submission deadline, and shall be copied to 1 USB disks for submission (including the registration documents in PDF and Word formats).

☆ 以上所有资料均需确保真实有效, 如在资格预审中发现报名文件存在不实的虚假情况, 招标人将取消其报名资格, 并保留进一步追究的权利。

☆All the above information shall be authentic and valid. In case of any false application documents found in prequalification, the Tenderer shall disqualify the Bidder and reserve the right to further investigate.

### 2.1.5 资格预审报名文件的递交

#### 2.1.5 Submission of prequalification documents

投标单位须将上述要求的资料于 2020 年 6 月 19 日 15:00 前送往广东省深圳市南山区粤海街道中国储能大厦 27 楼, 收件人: 卢璇, 联系电话: [86-13538019936](tel:86-13538019936)。报名资料以最终收到的纸质资料为准。招标人在截止时间以后收到的报名文件, 将拒绝并退回给报名单位。The Bidder shall send the above-mentioned information to, 27/F, China Energy Storage Building, Yuehai Sub-district, Nanshan District, Shenzhen City, Guangdong Province before 15:00 on June 19, 2020 (recipient: Ms. Lu; contact number: 86-13538019936). Application materials shall be subject to the paper materials finally received. The overdue deliverables will be returned.

### 2.1.6 资格预审原则 / 细则

#### 2.1.6 Prequalification principles/rules

1、政府主管部门将依法组建资格预审委员会, 成员由建筑设计、城市规划等相关专业的专家 5 人及招标人代表 2 人组成。The government department in charge will set up the Prequalification Committee, including 5 experts (in urban planning and architectural design, etc.) and 2 Tenderer representatives.

2、资格预审委员会由评审组长主持评审工作, 评审组长通过推举产生, 在评审中与其他成员有同等表决权; 具体评审细则由资格预审委员会确定。

2. The Chairman of the Prequalification Committee, who is elected through recommendation, will chair the review and share the same right as the other members during the review. Detailed review

rules will be determined by the Prequalification Committee.

3、资格预审委员会将对公开报名单位的报名材料进行综合评审，审查内容包括报名参与者的行业声誉、项目业绩、获奖情况、拟投入项目的团队等资料。择优选出 3 家公开报名入围投标单位，和 2 家受邀单位共同进入第二阶段。

3. The Prequalification Committee will make comprehensive review on the application materials of the open applicants. The contents of review include the applicant's industrial reputation, project achievements, awards, proposed project team, etc. Three applicants will be selected and enter the second stage together with the two invited agencies.

同时，需评选出 2 家备选单位（须排序），如公开报名入围的 3 家投标单位有退出第二阶段的情况，则备选单位依序替补。

Meanwhile, two back-up agencies (with ranking) will be selected. In case any of the three shortlisted applicants withdraws from the second stage, the back-up agency will replace in order.

### 2.1.7 《投标确认函》的递交

#### 2.1.7 Submission of the *Confirmation Letter of Bidding*

1) 2 家受邀单位及 3 家公开报名入围投标单位应按时提交《投标确认函》（见附件 4）。

1) The two invited agencies and three shortlisted applicants shall submit the *Confirmation Letter of Bidding* (see Annex 4) on time.

2) 若递交《投标确认函》的投标单位因非不可抗力因素中途退出或最终放弃投标，招标人有权在今后拒绝该单位投标参加招标人其他任何工程的竞赛或招标。

2) If any bidder submitting the *Confirmation Letter of Bidding* quits or finally gives up bidding due to non-force majeure, the Tenderer has the right to refuse the bidder to participate in the competition or tender of any other project of the Tenderer in the future.

2.1.8 设计合同条款及商务报价书、乐信总部大厦项目建筑师设计任务书、乐信总部大厦项目概念方案设计任务书，将在第一阶段结束后提供给入围投标单位。

2.1.8 The design contract clauses, commercial quotation form, design brief of the architect for Lexin Headquarters Building project, and design brief of conceptual scheme of Lexin Headquarters Building project will be provided for the shortlisted bidders at the end of first stage.

## 2.2 第二阶段---方案评审阶段

### 2.2 Stage 2 Scheme Review

5 家入围投标单位须提交符合设计任务书要求的成果文件。各投标单位经抽签，按照抽签顺序，由项目负责人进行方案设计成果汇报并回答专家提问。

The five shortlisted bidders must submit the deliverables meeting the requirements of design brief. After lot drawing and in accordance with the order of drawing lots, each bidder will send its project leader to present the scheme design results and answer questions from the experts.

2.2.1 政府主管部门依法组建方案评审委员会，成员由 7 名或以上单数的建筑设计、城市规划、城市交通、环境景观等相关专业的专家及 2 名招标人代表组成

2.2.1 The government department in charge will set up the Scheme Review Committee according to law with 7 experts (in urban planning, architectural design, urban transport and environmental landscape, etc.) and 2 Tenderer representatives.



2.2.2 方案评审委员会由评审组长主持评审工作。在评审中与其他成员有同等表决权；具体评审细则由方案评审委员会确定。

2.2.2 The Chairman of the Scheme Review Committee will chair the review and share the same right as the other members during the review. Detailed review rules will be determined by the Scheme Review Committee.

2.2.3 方案评审原则

2.2.3 Scheme review principles

评委会将根据以下原则进行评审：

The Scheme Review Committee will review in accordance with the following principles:

(1) 遵守现行国家及当地最新相关法律、法规、技术规范的规定。

(1) Comply with the current national and local latest laws, regulations and technical specifications.

(2) 遵守已经获批的后海中心区控制性详细规划及附加图则。

(2) Comply with the approved Controlling Detailed Planning and Additional Plans of Houhai Central Area.

(3) 符合本次招标《设计任务书》的要求，契合招标人《产品规划及功能建议书》要求，符合招标人商业、办公楼设计标准。

(3) Meet the requirements of the *Design Brief* of this tender and *Product Planning and Functional Proposal* of the Tenderer, and conform to the commerce and office building design standards of the Tenderer.

2.2.4 方案评审细则：

2.2.3 Scheme review rules

1、方案评审委员会采用逐轮淘汰的记名投票法，专家经过充分讨论，投票选出不排序的前2名中标候选人进入定标阶段。

1. The Scheme Review Committee will adopt the open ballot method of elimination round by round. After full discussion, experts will vote to select the top 2 successful candidates without ranking to enter the stage of determination of bid winner.

2、本次公开招标采用**明标**的方式进行评审，即5家入围投标单位进行现场汇报（须由**入围单位的主创设计师**汇报方案并回答评委的疑问）。评审过程中发现的问题和产生的纠纷，由评委会讨论并由评委会组长裁决。

2. This round of bidding is reviewed in the form of **public bidding**, that is, 5 shortlisted bidders will make site presentation (**chief designers of the bidder** shall report the scheme and answer the questions of the jury). Any problem and dispute arising during the review shall be discussed by the Review Committee and decided by the Chairman.

2.2.5 成果文件提交要求

2.2.5 Requirements for the submission of deliverables

1、本次招标须提交的设计成果文件包括技术标成果文件及商务标文件。5家入围单位须在截标时间前将所有成果文件提交到指定地点（具体提交地点届时提前通知），逾期将不能参加方案评审，作无效处理（详见六、成果文件有效性）。所有提交的有效技术标成果文件（规定数量的展板、文本图册、沙盘模型及多媒体演示文件）均须展示。

1. The design deliverables to be submitted in the tender include the technical bid deliverables and commercial bid documents. Five shortlisted bidders shall submit all deliverables to the designated place before the deadline for bid submission (the specific place shall be notified in advance at the scheduled time). If they fail to participate in the scheme review within the time limit, the deliverables will be invalidated (see VI. Validity of deliverables). All the valid technical bid deliverables submitted (specified number of display boards, text booklet, sandbox models and multimedia demonstration documents) shall be displayed.

2、技术标成果文件内容，请参照第二部分《设计任务书》方案评审阶段成果要求。

2. Please refer to Part II *Design Brief* for the content of technical bid deliverables.

3、商务标文件请严格按附件的报价清单格式（格式见附件 5-商务标文件），对本项目后续设计工作的设计费用报价，不得修改表格格式，一式二份。只允许投标单位一次报价，报价表须单独包装密封，并在包装骑缝加盖公司章。商务标随成果文件一并提交，但商务标不作为方案评审的内容。

3. Please quote the design cost of the follow-up design work of the project in strict accordance with the format of the attached quotation list (see Annex 5 Commercial Bid Document for format). The format of the form shall not be modified, and the form shall be in duplicate. The Bidder is only allowed to offer once, and the quotation list shall be separately packed and sealed, and affixed with company seal on the package perforation. The commercial bid shall be submitted together with the deliverables, but it shall not be regarded as the content of the scheme review.

4、每家入围单位只允许提交一个设计方案。

4. Each shortlisted bidder is only allowed to submit one scheme.

## 2.3 第三阶段---定标阶段

### 2.3 Stage 3 Determination of Bid Winner

2.3.1 招标人依法组建定标委员会，成员由 7 名或以上的单数人员组成。

2.3.1 The Tenderer shall set up the Bid Winner Determination Committee according to law, which shall be composed of seven or more odd members.

2.3.2 定标原则：

2.3.2 Bid winner determination principles:

1、定标委员会对方案评审委员会推荐的前 2 家中标候选单位的成果文件进行评审，在充分尊重评审委员专业评审结果的基础上，根据商务标开标结果，结合造价、工期、技术等因素，对前 2 名进行排序，经复核城市规划或城市设计后，最终由招标人按审批程序确定中标单位。

1. The Bid Winner Determination Committee shall review the deliverables of the top 2 successful candidates recommended by the Scheme Review Committee. On the basis of fully respecting the professional review results of the Review Committee, according to the bid opening results of the commercial bid and combined with factors such as cost, time limit and technology, the top 2 successful candidates shall be ranked. After the review of urban planning or urban design, the Tenderer shall finally determine the bid winner according to the review procedures.

2、中标单位将与招标人签订《建筑设计合同》。如中标单位放弃中标资格、与招标人在商务谈判中未达成一致等无法签订合同的；或非因不可抗力不能履行合同、被查实存在影响中标结果的违法行为等情形，不符合中标条件的，招标人可以与另一名中标候选单位进行

合同谈判，以确定中标单位。未能签订合同的中标候选人将按中标单位的排名，获得相应的落标补偿费。

2. The bid winner will sign the *Architectural Design Contract* with the Tenderee. If the bid winner gives up the qualification for winning the bid, fails to sign the contract due to the failure to reach an agreement with the Tenderee in the business negotiation, etc., fails to perform the contract not due to reasons of the Tenderee or is found to have any illegal act, etc. that have affected the bid winning results and make it not meet the bid winning conditions, the Tenderee may conduct the contract negotiation with another successful candidate to determine the bid winner. The successful candidate failing to sign the contract will get the corresponding compensation based on the ranking of the bid winner.

### 三、招标日程安排（暂定）

#### III. Tender Schedule (tentative)

	时间 Time	事项 Item
第一阶段 报名及 资格预审阶段 Stage 1 Application & Prequalification	2020年6月9日 June 9,2020	发布正式公告及接受报名 Notice of the tender and application
	2020年6月19日 June 19,2020	资格预审资料提交截止 Deadline of application
	2020年6月29日 June 29,2020	资格预审会 Prequalification review meeting
	2020年6月30日 June 30,2020	公布资格预审结果 Notice of prequalification result
第二阶段 方案评审阶段 Stage 2 Scheme Review	2020年7月6日 July 6,2020	项目介绍答疑会， 入围的投标单位递交《投标确认函》 Project introduction and Q & A; submission of <i>Confirmation Letter of Bidding</i> by shortlisted bidders
	2020年7月6日 -2020年8月13日 July 6,2020- August 13,2020	书面答疑（通过邮件或者传真的形式） Written Q&A (in the form of e-mail or fax)
	2020年8月19日 August 19,2020	递交成果文件 （提交地址届时通知） Submission of deliverables (address for submission will be notified later)

	2020年8月20日 August 20,2020	方案评审会 Scheme review meeting
第三阶段 定标阶段		定标会 Determination of bid winner
Stage 3 Determination of Bid Winner		公布中标单位 Notice of bid winner

备注：所有时间均以北京时间为准，招标人保留因业主经营或政府工作安排调整日程安排的权利。如有变动，将提前7天通知。

Remark: All the time mentioned is Beijing time. The Tenderer reserves the right to adjust the schedule according to Client operation or government arrangement. In case of any change, the notice will be informed seven days in advance.

#### 四、设计补偿费

##### IV. Bonus and design compensation

4.1 设计补偿费：除中标单位外，其余未中标的入围投标单位提交的成果文件符合设计任务书成果要求的，将分别获得设计补偿费：进入前2名未中标单位获得60万元人民币，其余3家入围投标单位将分别获得45万元人民币。

4.1 Design compensation: Except the bid winner, other unsuccessful shortlisted bidders will be given a design compensation if their submitted deliverables meet the requirements of the design brief: the one entering top two will get RMB600,000, and the other three shortlisted bidders will get RMB450,000 respectively.

4.2 设计补偿费包括了税金、设计文本、图板、多媒体光盘等需提供的资料的制作费、现场踏勘、方案汇报及相关事项的差旅等所有费用，除此之外，入围投标单位不得向招标人主张其他费用。

4.2 The design compensation includes taxes, production cost of information required for design texts, display boards and multimedia demonstration documents, site survey cost, scheme reporting cost, traveling expense and other expenses. In addition, shortlisted candidates shall not claim other expenses from the Tenderer.

4.3 设计补偿费在评审结果公布后30个工作日内一次性支付。（设计补偿费将在中标单位签订《设计合同》后即开始支付。）获得补偿费的入围投标单位在申请支付前均应提供国内合法有效的税务发票；入围投标单位（如境外单位）无法提供国内有效税务发票，则可通过代理公司与招标人签订技术进口协议形式完成支付。

4.3 The design compensation will be paid in a lump sum within 30 working days after the review results are published. (The design compensation will start to be paid after the bid winner signs the Design Contract.) The shortlisted bidder getting the compensation shall provide the legal and valid domestic tax invoice before payment application; if the shortlisted bidder (e.g. overseas agency) can't provide the valid domestic tax invoice, then the payment can be made through signing technical import agreement between the agent and Tenderer.

## 五、设计费

### V. Design Fee

1、投标单位依据乐信总部大厦项目概念方案设计任务书、乐信总部大厦项目建筑师设计任务书、设计合同条款及商务报价书要求进行报价，具体内容详见《乐信总部大厦项目概念方案设计任务书》、《乐信总部大厦项目建筑师设计任务书》。

1. The bidder shall make quotation based on the Design Brief of the Competition for the Conceptual Scheme of Lexin Headquarters Building Project, design brief of the architect of Lexin Headquarters Building Project, design contract clauses and commercial quotation form. For details, please refer to *Design Brief of the Competition for the Conceptual Scheme of Lexin Headquarters Building Project* and *Design Brief of the Architect of Lexin Headquarters Building Project*.

2、各投标单位按建筑概念竞赛与建筑师设计任务书要求进行报价，设计深度从概念竞赛直至扩初，总设计费报价不低于 400 万人民币（含落标补偿费），具体设计内容包括：红线范围内的建筑方案设计工作，进行方案深化（建筑专业达到扩初深度），对各项专业设计提供的方案效果进行审核，施工图/招标配合、施工阶段配合等。

2. Each bidder shall quote as per requirements of the two design briefs, with design extent from conceptual scheme to design development. The total quoted design fee is no less than RMB4 million (including the compensation for unsuccessful bidding). The detailed design contents include: architectural scheme design within the red line, scheme development (reaching extent of design development for architectural discipline), review of design scheme effect of each discipline, assistance to construction drawing bidding, assistance during the construction stage, etc.

3、招标人将根据国家有关收费标准与中标候选单位进行商务谈判，并以最终实际谈判价格签订设计合同。招标人支付的费用均含税，投标单位应提供中国境内完税发票；中标候选单位（如境外公司）无法提供中国境内完税发票，则可通过代理公司与招标人签订技术进口协议形式完成支付。

3. The Tenderer will conduct business negotiations with successful candidates according to the relevant charging standard of the state and sign the design contract at the final actual negotiated price. The fees paid by the Tenderer include tax, and the Bidder shall provide the tax payment invoice within China. If the successful candidate (such as an overseas organization) cannot provide the tax payment invoice within China, it may sign a technical import agreement with the Tenderer through an agency to complete payment.

## 六、成果文件有效性

### VI. Validity of deliverables

6.1 投标单位提交的成果文件应符合中华人民共和国以及深圳市的有关城市规划与设计规范标准的规定，并满足招标设计任务书成果要求。

6.1 The deliverables submitted by the Bidder shall comply with the provisions of the relevant urban planning and design standards of the People's Republic of China and Shenzhen, and meet the deliverable requirements of the design brief.

6.2 所有成果文件如若被 2/3 以上的评审委员会成员认为有下列情况之一的,将被视为无效。无效文件由招标人作报废处理, 招标人将不予支付设计补偿费。

6.2 All deliverables will be deemed invalid if they are deemed by more than 2/3 of the review committee to have one of the following conditions. Invalid documents shall be discarded by the Tenderee, and the Tenderee shall not pay the design compensation.

1) 提交成果文件截止日后, 擅自更改设计内容的;

1) Where the design content is changed without authorization after the deadline for the submission of deliverables;

2) 未按要求签署和递交《投标确认函》的;

2) Where the *Confirmation Letter of Bidding* is not signed and submitted as required;

3) 成果文件逾期送达的;

3) Where the deliverables are served after the deadline;

4) 未按招标文件要求填写, 内容不全, 未响应设计任务书实质性要求和条件, 被评审委员会一致认定为设计水平低下, 内容粗制滥造, 或严重不符合投标人正常水平, 经方案评审委员会评审未通过的;

4) Where the content is not filled in accordance with the *Tender Document* and is not complete, fails to respond to the essential requirements and conditions of the design brief, unanimously deemed as low design level by the Review Committee, the content is rough or seriously inconsistent with the Bidder's normal level and fails to pass the review of the Scheme Review Committee;

☆ 相关投标人将被记入招标行政主管部门的非诚信名单, 招标行政主管部门保留今后拒绝该单位参加片区内其他项目的竞赛或招标的权利。

☆ Relevant bidder will be put on the dishonest list of the competent department of bidding administration, which reserves the right to refuse the bidder to participate in the competition or bidding of other projects in the area in the future.

5) 成果文件非原创、已经发表过或经 2/3 以上评委认为与其他同类作品雷同的。

5) Where the deliverables are not original, have been published or are deemed by more than 2/3 judges to be similar with other similar works.

6.3 出现以下情形之一的, 招标人有权否决全部招标, 终止本项目招标活动:

6.3 In case of any of the following circumstances, the Tenderee has the right to reject all tenders and terminate the bidding activities of the project:

1) 符合条件的投标单位或作出实质响应的投标单位不足三家的;

1) Where there are less than three qualified bidders or bidders that respond substantially;

2) 招标任务因故取消的;

2) Where the tendering task is canceled for some reason;

3) 出现影响招标公平、公正的违法、违规行为的。

3) Where there is any illegal or violating act that affects the fairness and impartiality of the tender.

## 七、知识产权及相关法律

### VII. Intellectual property and relevant laws

7.1 由招标人提供的资料、软件和其他物品，其所有权（包括版权）等合法权益归招标人。未经招标人书面同意，投标单位不得擅自使用或交由任何第三方使用前述资料、软件和其他物品，否则，投标单位应承担由此产生的所有责任并赔偿招标人因此遭受的所有损失。

7.1 The ownership (including copyright) and other lawful rights and interests of the materials, software and other items provided by the Tenderer will belong to the Tenderer. Without the written consent of the owner, the Bidder shall not use or hand over to any third party to use the aforesaid materials, software and other items. Otherwise, the Bidder shall bear all liabilities arising therefrom and compensate the Tenderer for all losses incurred thereby.

7.2 投标单位保证提交给招标人的策划设计图纸、相关文件、资料、方案等项目成果（包括中期和最终成果）以及实现该成果所使用的必要方法不侵犯招标人和任何第三方的合法权益（包括但不限于专利权、商标、著作权、厂商标识、服务标记、商业秘密、公民的肖像权等），否则，投标单位应承担由此产生的所有责任并赔偿招标人因此遭受的所有损失。

7.2 Planning and design drawings that the Bidder ensures to submit to the Tenderer, relevant documents, materials, schemes and other project deliverables (including mid-term and final deliverables) and the necessary methods used to achieve the deliverables shall not infringe upon the legitimate rights and interests of the Tenderer and any third party (including but not limited to patent right, trademark, copyright, manufacturer logo, service mark, trade secret, civil right of portrait, etc.). Otherwise, the Bidder shall bear all liabilities arising therefrom and compensate the Tenderer for all losses incurred thereby.

7.3 投标单位提交的项目成果文件的知识产权归投标单位所有，但招标人和组织单位有权无偿使用其成果文件进行出版、展览，并通过媒体、杂志、专业书刊或其他形式介绍、展示及评价其成果文件。

7.3 The intellectual property right of the project deliverables submitted by the belong to the bidder, but the owner and the organizer have the right to use the deliverables for free for publication and exhibition, and introduce, display and evaluate the deliverables through media, magazine, professional books and periodicals or in other forms.

7.4 本次招标活动受中华人民共和国法律管辖，招标工作和所有成果文件适用中国法律。若投标单位对招标程序或结果有异议，可向招标人提出质询，或向招标行政主管部门投诉。

7.4 The bidding activity shall be governed by the laws of the People's Republic of China, and Chinese laws shall be applicable to the bidding work and all deliverables. If the Bidder has any objection to the bidding procedure or result, it may raise an inquiry to the Tenderer or lodge a complaint to the competent department of bidding administration.

## 八、保密原则

### VIII. Confidentiality

8.1 公开发布信息后，直到授予中标单位签订设计合同为止，凡属于对招标文件的审查、评价和比较的有关资料以及中标单位的推荐情况、与评审有关的其他任何情况均应严格保密；任何有关的信息和资料均不得向投标单位或上述工作无关的人员泄露。

8.1 After the release of the tender, before the award of the *Design Contract*, all relevant information concerning the review, clarification, evaluation and comparison of the tender, the recommendation of the winning candidates or any other circumstances relating to the review shall be kept strictly confidential. All the above information shall not be leaked to the bidders or personnel unrelated.

8.2 招标人、组织单位及评审专家在收到投标单位提交的成果文件后，应做好相应的保密工作。评审活动结束前任何人员或机构未经招标人或政府有关部门许可，都不得以任何方式披露、公开或展示成果文件，否则将追究其相关法律责任。

8.2 Upon receipt of the deliverables from the bidders, the Tenderer, organizer or review experts shall be responsible for the corresponding confidential work. Without the permission of the Tenderer or organizer, any person or institution is prohibited to disclose, publicize or display the design schemes in any form before the scheme review is completed. Otherwise, it shall bear related legal liabilities.

8.3 在成果文件的评审和比较、中标候选人推荐以及授予合同的过程中，投标单位如试图向招标人和评审小组施加影响的任何行为，都将会导致取消其成果文件的评定。

8.3 In the process of deliverable review and comparison and recommendation and award of contract by the successful candidates, any behavior of the Bidder with attempt to exert influence on the Tenderer and the Review Group will cause the Bidder to cancel the evaluation of its deliverables.

## 九、争议解决

### IX. Dispute Resolution

本招标相关文件、合同履行中若发生争议，双方应友好协商解决；协商不成时，向招标单位所在地人民法院提起诉讼；或采用仲裁方式解决争议，仲裁机构为深圳国际仲裁院。

Any dispute arising from the performance of relevant tender document or contract shall be settled through friendly negotiation. If no agreement is reached through negotiation, a lawsuit shall be filed with the people's court of the place where the Tenderer is located, or the dispute shall be resolved through arbitration, which shall be conducted by Shenzhen Court of International Arbitration.

## 十、不正当竞争与纪律监督

### X. Supervision on Unfair Tender and Discipline

10.1 严禁投标单位向参与招标、评审的有关人员行贿，使其泄露一切与招标、评审工作相关的信息。

10.1 The bidders are strictly forbidden to bribe relevant personnel to disclose all the information related to bidding and review.

10.2 投标单位在投标过程中严禁互相串通、结盟，损害招投标文件的公正性，或以任何方式影响其他投标单位参与正当竞标。

10.2 The bidders are prohibited from collusion, alliances or any other behaviors that influence the fairness of the tender.



10.3 如发现投标单位有上述不正当竞争行为，取消其投标资格或中标资格，并记入规划主管部门的诚信名单。

10.3 If any bidder is found to have any improper behaviors mentioned above, he or she will be disqualified from the tender and be recorded in the blacklist of the governing department.

10.4 若投标单位的投标行为出现《中华人民共和国招标投标法》、《中华人民共和国招标投标法实施条例》及项目服务所在地的相关法律法规规章规定列明的违法违规情形的，招标人及评审小组有权对相应投标单位做出不良记录，并有权在今后拒绝该投标单位参加招标人其他任何项目服务的竞赛或招标。

10.4 If any bidding behavior of the bidder infringes upon any implementation regulations of the *Bidding Law of People's Republic of China, Regulations for the Implementation of the Bidding Law of the People's Republic of China* and the relevant local laws or regulations, the Tenderer and the Review group have the right to record the bad behavior of the corresponding bidder, and have the right to refuse the bidder to participate in the competition or tender of any other project service of the Tenderer in the future.

10.5 招标文件及其所有附件的知识产权均归属于招标人，除公开发布的文件外，投标单位未经招标人许可，不得以任何理由外泄，否则，招标人有权追究投标单位侵权的法律责任。

10.5 The intellectual property of the tender document and all annexes shall belong to the owner. Except for the publicly released documents, the Bidder shall not disclose the information without the permission of the owner for any reason. Otherwise, the owner has the right to investigate the legal liability of the Bidder for infringement.

## 十一、语言及计量单位

### **XI. Language and unit of measurement**

#### **11.1 语言**

#### **11.1 Language**

与招标活动有关的所有往来通知、函件和成果文件均应使用中文或者中外文，不得完全采用中文以外的其它文字。如果外文和中文有出入，以中文为准。

All notices, correspondences and deliverables related to the bidding activities shall be in Chinese or foreign languages and shall not be entirely in languages other than Chinese. In case of any discrepancy between the foreign language and the Chinese language, the Chinese version shall prevail.

#### **11.2 Unit of measurement**

除国家相关标准及招标文件中的技术要求另有规定外，成果文件使用的度量单位，均采用中华人民共和国法定计量单位。

Unless otherwise specified in the relevant national standards and the technical requirements in the tender documents, the units of measurement used in the deliverables shall be the legal units of measurement of the People's Republic of China.

## 十二、其他

### **XII. Miscellaneous**

## 12.1 未中标解释

### 12.1 Explanation of losing a tender

中标单位确定后，招标人不对未胜出投标人就评审过程以及未能胜出原因作出任何解释，同时亦不退还成果文件。未中标人不得向评审小组人员或其他有关人员索问评审过程的情况和材料。

After the bid winner is determined, the Tenderer will not give any explanation to the unsuccessful bidders about the review process and the reasons for losing the tender, and will not return the deliverables. Unsuccessful bidders shall not ask members or other relevant personnel of the Review Group for information and materials about the review process.

### 12.2 Right to reject patent claims or compensation

无论投标人是否中标，均不得以专利权、商标权或工业设计权等知识产权为由向招标人提出任何索赔或补偿的要求。

Regardless of winning or not, bidders shall not make any claim or compensation to the Tenderer on the grounds of intellectual property rights such as patent right, trademark right or industrial design right.

12.3 招标人保留更改活动日程安排的权力。如有改动，将至少提前 7 天通知。

12.3 The Tenderer reserves the right to change tender agenda. Changes (in case of any) will be notified at least 7 days in advance.

12.4 招标人有权要求投标单位或中标单位按政府规划修改设计成果。如要求修改，将至少提前 7 天通知。

12.4 The Tenderer has the right to request the bidders or the bid winner to modify the design schemes according to the urban plan of the government, which will be notified at least 7 days in advance.

12.5 招标文件、招标文件澄清（答疑）纪要、招标文件修改（补充）函件内容均以书面明确的内容为准。当招标文件、澄清（答疑）纪要、修改（补充）函件内容相互矛盾时，以最后发出的为准。

12.5 The content of the tender document, the minutes of clarification (Q&A) of the tender document and the letter of modification (supplement) of the tender document shall be subject to the written and explicit content. In case of any conflict between the tender document, clarification (Q&A) minutes and revision (supplement) correspondences, the final issue shall prevail.

12.6 中标单位应确保其项目负责人和主要设计人员始终参与本设计工作；境外单位应确保有境外单位的人员参与、签名和加盖境外单位印章。

12.6 Bidders shall guarantee the participation of their project leader and chief designers in the whole design. As for overseas companies, they shall ensure the foreign architects' participation, their signatures and company's stamp.

12.7 投标单位参加方案评审会时需自带翻译。

12.7 Bidders shall bring their own translator at the meeting of scheme review.

12.8 招标文件的解释权属于招标人。

12.8 The Tenderer reserves the right for the interpretation of the tender document.

12.9 参加本次招标活动的投标单位均视为承认本招标文件所有内容。

12.9 Bidders participating in the tender shall be deemed to have recognized all content of the

tender document.

### 十三、 资料索取

#### **XIII. Inquiry of Information**

招标信息查询网址: [www.szdesigncenter.org](http://www.szdesigncenter.org)

Please visit the following website for more information on the tender: [www.szdesigncenter.org](http://www.szdesigncenter.org)

### 十四、 联系方式

#### **XIV. Contact**

联系人: 戴雪晴

Contact person: Ms. Dai

联系电话: 86- 18126316869

Contact number: 86- 18126316869

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## 第二部分 设计任务书

### Part II Design Brief

# 乐信总部大厦

## 概念方案竞赛设计任务书

# **Design Brief of the Competition for the Conceptual Scheme of Lexin Headquarters Building**

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# 一、概况

## I. Overview

### 1. 企业概况

#### 1. Enterprise Overview

乐信是中国领先的新消费服务平台，纳斯达克上市公司（股票代码：LX）。乐信致力于用新技术服务新消费人群，通过旗下平台打通线上与线下广阔消费场景，连接起亿万中国年轻消费者与新消费品牌，引领中国社会消费升级浪潮。

Lexin is a leading new consumption service platform in China, listed on the NASDAQ (stock code: LX). Committed to serving new consumers with new technologies, Lexin has connected millions of Chinese young consumers and new consumer brands by linking online and offline consumption scenes through platforms under it, to lead the upgrade of consumption in China.

乐信打造了全新的消费场景，覆盖线上和线下。在线上，分期乐商城拥有苹果、华为、欧莱雅等 3000 多个新消费品牌，还引入了京东商城、小米有品、考拉海购、寺库等优质平台商家；在线下，分期乐用户还可以在华润万家、沃尔玛、屈臣氏等线下零售门店，享受海量品质商品和优质分期服务。

Lexin has created new consumption scenes online and offline. The online Fenqile mall includes over 3,000 new consumer brands such as Apple, Huawei, and L'Oreal and has brought in merchants from quality platforms such as JD, Xiaomi Youpin, Kaola, and Secoo; users of Fenqile can also enjoy massive quality products and excellent installment services in offline retail stores including China Resources Vanguard, Walmart, and Watsons, etc.

基于消费场景和新人新，乐信打造了会员权益、通用积分和金融科技三项服务：乐卡平台上线了覆盖用户衣食住行、吃喝玩乐的数百种会员权益和增值服务；乐星积分打通了线上线下商户积分体系，为用户的每一笔消费增

值；乐信还通过与百余家金融机构建立深入合作，输出金融科技能力，共同为用户分期消费服务。

Lexin has created three services including membership benefits, general points, and fintech based on consumption scenes and new consumers: Le Card platform has launched hundreds of membership benefits and value-added services that involve users' food, clothing, housing, transportation and entertainment; Lexin point system gets through the online and offline merchant point systems and increases values for each consumption of users; Lexin has entered into in-depth cooperation with over 100 financial institutions to output fintech capability and jointly serve users' installment consumption.

作为开放的新消费服务平台，乐信通过共享场景、技术、运营能力，扮演着新消费连接器的作用，吸引着越来越多公司加入，打造出一个稳固、开放、共赢的新消费生态，让新消费释放出最大增长潜力。2013 年创办以来，乐信自身实现了指数级增长，成为中国新消费行业的领军企业。

As an open new consumption service platform, Lexin acts as a connector of new consumption by sharing scenes, technologies, and operational capabilities. Attracting more and more companies to join, Lexin has built a steady, open, and win-win new consumption ecosystem that allows new consumption to unleash the greatest growth potential. Lexin has achieved exponential growth and become a leading enterprise in the new consumption industry of China since its establishment in 2013.

## 2. 区位优势环境:

### 2. Area Industry Environment:

南山区，位于深圳市中西部。辖区土地面积 187.47 平方千米，海岸线长 43.7 千米。

Located in the central and western Shenzhen, Nanshan District covers an area of 187.47km<sup>2</sup> with a 43.7km-long coastline.

南山构筑现代服务业高地。做大做强信息传输、软件及信息技术服务业，鼓励设立科学研究与技术服务机构，保持科技服务业领先优势。培育发展工业设计、建筑设计，推动国家工业设计研究院等项目落地。支持旅游等传统商贸服务业发展，大力发展电子商务、跨境电商等新型消费产业。

Nanshan District is building itself into a highland for the modern service industry. It will expand and strengthen information transmission, software and information technology services, encourage the establishment of scientific research and technical service institutions, and maintain the leading position in the technology service industry. It will cultivate and develop the industrial design and architectural design and advance the implementation of projects such as the National Industrial Design and Research Institute. It will support the development of tourism and other traditional business services and vigorously develop new consumer industries such as e-commerce and cross-border e-commerce.

南山区总体规划与发展目标：《南山区国民经济和社会发展第十三个五年规划纲要》明确指出南山将持续建设宜居宜业的国际化创新型滨海中心城区，将力争5年构筑基础、10年基本成形、15年全面建成。

The overall planning and development goal of Nanshan District: the *Outline of the 13<sup>th</sup> Five-year Plan for the National Economic and Social Development of Nanshan District* specifies that Nanshan will constantly build an international innovation-based coastal central urban district which is livable and suitable for work and strive to build its infrastructure in 5 years, let it take shape in 10 years, and complete it in 15 years.

### 3. 项目背景

#### 3. Project Background

片区由滨海大道、后海滨路、东滨路、科苑南路和沙河西路围合，土地面积2.26平方公里，规划建筑面积约600万平米，紧扣“文化、创新、生态”三大核核心发展主题，规划“三横一纵”的空间架构，片区定位为“总部经济+科技文化创新”。片区产业发展以科技和金融为主导，优先聚集发展高新技



术以及金融类的总部型企业。后海中心区已经出让地块数量为 32 宗，已入市项目合计 17 个，待入市项目 15 个。

The area of the project is enclosed by Binhai Avenue, Houhaibin Road, Dongbin Road, Keyuan South Road, and Shahe West Road. It covers an area of 2.26km<sup>2</sup>, with a planned floor area of about 6 million square meters. Closely adhering to the three core development themes of “culture, innovation, ecology”, planned with a “three-transverse one-longitudinal” spatial structure, the area is positioned as an area for “headquarters economy + technology and culture innovation”. The area’s industry development will be based on technology and finance and give priority to gathering and developing high-tech and financial headquarters enterprises. In Houhai Central Area, 32 plots have been assigned, 17 projects have entered the market, and 15 projects are to enter the market.

#### 4. 地块位置及现状

##### 4. Plot Location and Status

###### 4.1. 用地位置

###### 1.1. Land Location

乐信总部大厦项目位于深圳市南山区粤海街道海德二道与中心路交汇处，宗地号：T107-0088，土地用途为商业用地。地属南山区后海中心核心区，周边交通及配套设施齐全，未来将持续建设为总部企业云集地区。区域拥有区位优势及政策支持，“金融+科技”产业集聚效应优越，固定资产投资升值潜力大。

The Lexin Headquarters Building Project is located at the intersection of Haide Second Avenue and Zhongxin Road, Yuehai Sub-district, Nanshan District, Shenzhen City, with the parcel No. of T107-0088 and the land purpose of commercial land. The area is at the core of Houhai Central Area, Nanshan District and enjoys convenient transportation and complete supporting facilities around; it will be built into a place where headquarters enterprises gather in the future. The area has geographical advantages and policy support, superior “finance +

technology” industrial agglomeration effect, and large appreciation potential of fixed assets investments.



#### 4.2. 地块现状

#### 4.2. Plot Status

本项目地块为已平整的场地,没有需要搬迁的永久建筑物,不会因为地块的原因而影响到项目的开发周期。项目占地面积较小,周边环境复杂,填海区域的地质条件较差,同时又处在建设中的地铁 13 号线一期工程轨道安全保护区范围内。

The project plot is a leveled site where no permanent building needs to be relocated; therefore, the project development cycle will not be affected due to the plot. Covering a small area, the project has complex surroundings, with poor geological conditions in the reclamation area, and it is within the range of the rail safety protection area of the Metro Line 13 Phase I Project under construction.

### 5. 周边环境及交通

#### 5. Surroundings and Traffic

##### 5.1. 周边环境

##### 5.1. Surroundings

乐信总部大厦项目是一个集办公和商业为一体的综合性项目。北隔海德二道与安邦项目 D-06 商业地块相望，东侧地块为深圳建工&宝鹰控股项目；南侧为深圳湾文化广场 B 区。

The Lexin Headquarters Building Project will be built into an integrated project that combines office and commerce. The plot faces the D-06 commercial plot of Anbang project across Haide Second Avenue in the north, with the SCEH & Bauing Holding project on its east side and Area B of Shenzhen Bay Cultural Plaza on its south side.

本项目周边的配套设施齐全，附近有深圳湾体育中心、上海浦东发展银行-海德分行、保利文化广场及海岸城购物中心、南山区第二外国语学校、观海台住宅区、中国银行-深圳中海油大厦支行等。

The project enjoys complete supporting facilities around, including Shenzhen Bay Sports Center, Shanghai Pudong Development Bank Haide Branch, Poly Cultural Center, Coastal City, Second Foreign Language School of Nanshan, Guanhaitai residential area, and Bank of China Shenzhen CNOOC Building Sub-branch, etc.



## 5.2. 周边交通

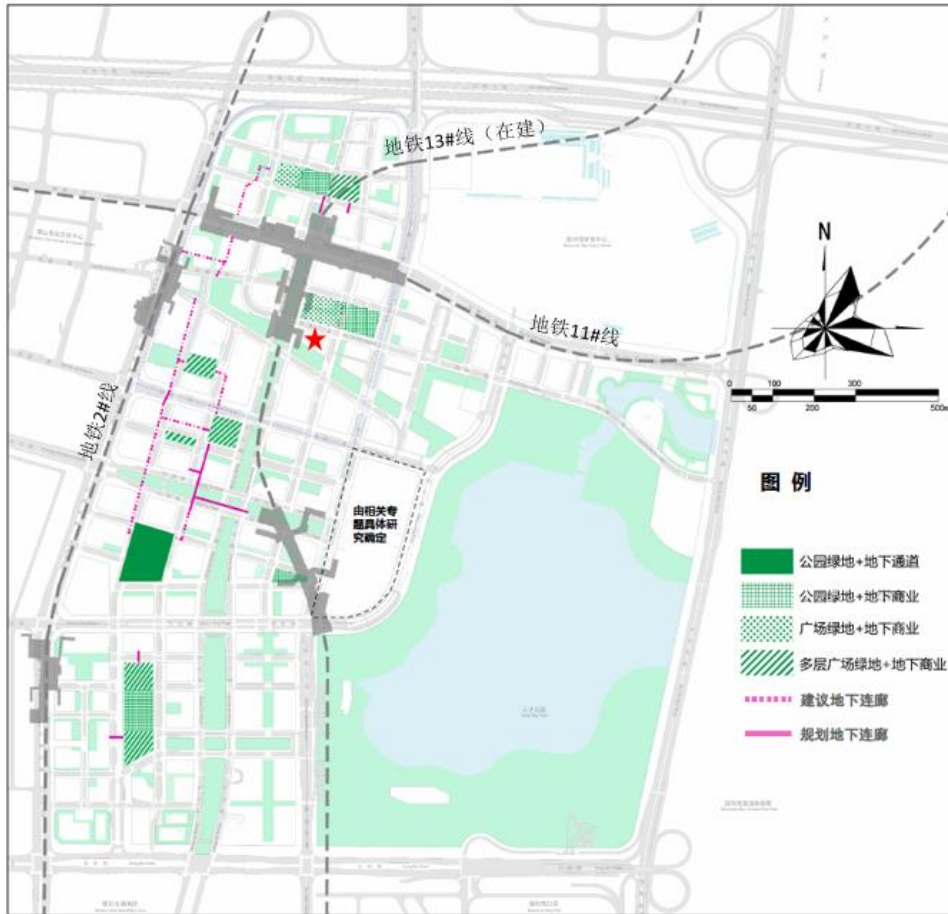
### 5.2. Traffic Around

本项目位于深圳南山后海中心区，虽然场地周边建筑基本在建设当中，但主要城市道路已全部新建完成并投入使用，交通便捷。

The project is located in Houhai Central Area, Nanshan, Shenzhen. Most buildings around its site are under construction; however, all the main urban roads have been newly constructed and put into use, providing convenient transportation.

项目周边道路均为城市主干道，从北边海德二道进入西边中心路和东边科苑南路，向北再进入海德二道（地铁 11 号线 – 后海站）和滨海大道；滨河大道作为城市交通主轴，拥有双向八车道快速干线，是南山区连接福田、罗湖区的主要道路，同时也是著名的滨海自然风景带；向西可以通过海德一路进入后海滨路（地铁 2 号线）；交通网络较密集和方便，可以对车、人流进行分离。

Roads around the project are all urban trunk roads. From Haide Second Avenue in the north, vehicles can enter Zhongxin Road in the west or Keyuan South Road in the east and can drive north to enter Haide Second Avenue (Houhai Station of Metro Line 11) again and Binhai Avenue that serves as a main urban traffic axis and is a two-way eight-lane fast trunk road, the main road for Nanshan District to connect Futian District and Luohu District and also a famous coastal natural scenery belt; vehicles can enter Houhaibin Road (Metro Line 2) via Haide First Road in the west. The traffic network is dense and convenient to separate vehicles and pedestrians.



地铁 13 号线预计 2022 年建成通车的。地块需无偿提供地铁 13 号线后海站出入口、风亭、冷却塔等车站设施所需空间，设计方案需与地铁 13 号线后海站设计方案相衔接。

Metro Line 13 is expected to be completed and open to traffic in 2022. The plot is required to provide, free of charge, spaces required by the facilities of Houhai Station of Metro Line 13, including entrance and exit, ventilation pavilion, and cooling tower, etc. The design scheme shall coordinate with the design scheme of Houhai Station of Metro Line 13.

## 二、设计依据

### II. Design Basis

1. 遵守现行国家及当地最新相关法律、法规、技术规范的规定，包括但不限于：

1. The provisions of the current state and latest local relevant laws, regulations and technical specifications shall be complied with, including but not limited to:

1) 深圳市规划设计要求

1) Shenzhen planning and design requirements

《深圳市建筑设计规则》；

*Architectural Design Rules of Shenzhen City;*

《深圳市城市规划标准与准则》；

*Shenzhen Urban Planning Standards and Guidelines;*

《后海中心区城市设计》；

*Houhai Central Area Urban Design;*

2) 海绵城市设计计算依据

2) Sponge city design and calculation basis

《海绵城市建设技术指南》；

*Technical Guide for Sponge City Construction;*

《深圳市海绵城市建设专项规划及实施方案》2017；

*Special Planning and Implementation Plan for the Construction of Sponge City in Shenzhen 2017;*

《深圳市海绵城市规划要点和审查细则》；

*Details and Review Rules for the Sponge City Planning in Shenzhen;*

3) 其它主要设计规范及标准

3) Other major design codes and standards

《民用建筑统一标准》GB20352-2019；

*Uniform Standard for Design of Civil Buildings GB20352-2019;*

《建筑设计防火规范》GB50016-2014；

*Code for Fire Protection Design of Buildings GB50016-2014;*

《办公建筑设计规范》JGJ67-2006；

*Design Code for Office Building JGJ67-2006;*

《商店建筑设计规范》JGJ48-2014；

*Code for Design of Store Buildings* JGJ48–2014;

《饮食建筑设计规范》 JGJ64–2017;

*Code for Design of Dietetic Buildings* JGJ64–2017;

《汽车库、修车库、停车场设计防火规范》 GB50067–2014;

*Code for Fire Protection Design of Garage, Motor Repair Shop and Parking Area*  
GB50067–2014;

《民用建筑热工设计规范》 GB 50176-2016;

*Code for Thermal Design of Civil Building* GB 50176-2016;

《公共建筑节能设计标准》 GB50189–2015;

*Design Standard for Energy Efficiency of Public Buildings* GB50189–2015;

《绿色建筑评价标准》 GB/T50378–2014;

*Assessment Standard for Green Building* GB/T50378–2014;

《无障碍设计规范》 GB50763–2012。

*Codes for Accessibility Design* GB50763–2012

2. 遵守已经获批的地区控制性详细规划及附加图则。
2. The approved area regulatory detailed planning and additional plans shall be complied with.
3. 契合我司《产品规划及功能建议书》要求，符合我司商业、办公楼设计标准。
3. The requirements of the company's *Product Planning and Function Proposal* shall be met, and the commerce and office building design standards of the company shall be conformed to.
4. 综合考虑周边地块交通、环境及功能特点。
4. Overall consideration shall be given to the traffic, environment and function characteristics of plots around.
5. 充分遵循功能原则，技术原则，生态原则，文化原则，工程经济性原则，可持续性原则，满足区域整体发展的需求。

5. The principles of functionality, technology, ecology, culture, engineering economy and sustainability shall be fully followed to meet the overall development needs of the area.

### 三、造价控制

#### III. Cost Control

本项目总建安费约为 5.4 亿元，按计容积率面积计算，折合计容单位建安成本不超过 1.2 万元/平方米，设计单位应严格控制造价，进行限额设计。

The total construction and installation fee of the project is about RMB 540 million, with the unit construction and installation cost being no more than RMB 12,000/m<sup>2</sup> as calculated according to the floor area included into floor area ratio (FAR) calculation. Design agencies shall strictly control the cost and conduct a quota-based design.

### 四、项目规划指标及规划要求

#### IV. Project Planning Indicators and Requirements

1. 主体建筑物的性质为：办公为主、配套部分商业设施
1. The nature of the main building is based on office, supported with some commercial facilities;
2. 建筑容积率：≤16.04
2. Building FAR: ≤16.04;
3. 建筑覆盖率：≤100%
3. Building coverage: ≤100%;
4. 建筑高度或层数：≤150 米，同时满足航空限高。
4. Building height or floors: ≤150m, meeting the height limit imposed by aviation;
5. 建筑间距：符合深标及相关规范要求



5. Building interval: Meeting the requirements of Shenzhen Urban Planning Standards and Guidelines and relevant specifications;

6. 计入容积率的总建筑面积不超过 46700 平方米，其中办公 43300 平方米，商业 2000 平方米，食堂 1300 平方米，物业管理用房 100 平方米。地下车库、设备用房及公共交通等不计容积率。

6. The total floor area included into FAR calculation shall not exceed 46,700m<sup>2</sup>, including 43,300m<sup>2</sup> for office, 2,000m<sup>2</sup> for commerce, 1,300m<sup>2</sup> for the dining hall, and 100m<sup>2</sup> for the property management room. The underground garage, equipment room, and public transportation, etc. are not included into FAR calculation.

地下车库、设备用房及公众通道等不计容积率。

The underground garage, equipment room, and public passage, etc. are not included into FAR calculation.

7. 总体布局及建筑退红线要求：

7. Overall layout and building setback requirements:

a. 总体布局、建筑退用地红线、机动车泊位数、机动车出入口、市政借口、地下空间开发及其余空间控制要求等依据《南山后海中心区城市设计》与《深圳市城市规划标准与准则》等规范要求综合确定，具体以《建设用地规划许可证》为准。

a. The overall layout, building setback from the boundary line of land, the number of motor vehicle parking spaces, motor vehicle entrance and exit, municipal interfaces, underground space development, and other space control requirements, etc. shall be comprehensively determined according to requirements of *Nanshan Houhai Central Area Urban Design* and *Shenzhen Urban Planning Standards and Guidelines*, etc., specifically subject to the *Construction Land Planning Permit*.

b. 乙方须无偿提供地铁 13 号线后海站出入口、风亭、冷却塔等车站设施所需空间。该宗地项目建筑需与后海站出入口采用合建方式，设计方案需与地铁 13 号线后海站设计方案相衔接。

- b. Party B needs to provide, free of charge, spaces required by the facilities of Houhai Station of Metro Line 13, including entrance and exit, ventilation pavilion, and cooling tower, etc. The project building of the parcel shall be constructed jointly with the entrance and exit of Houhai Station, and the design scheme shall coordinate with the design scheme of Houhai Station of Metro Line 13.
- c. 最终建筑限高、建筑覆盖率、建筑覆盖率、建筑退用地红线等要求以《建设用地规划许可证》为准，且最终建筑高度必须满足航空限高相关要求。
- c. The final building height limit, building coverage, and building setback from the boundary line of land, etc. are subject to the *Construction Land Planning Permit* and the final building height must meet the related height limit imposed by aviation.
8. 具体要求详见附件一 《建设用地规划许可证》
8. See Attachment I *Construction Land Planning Permit* for the detailed requirements;
9. 地块准确位置详见附件二：宗地附图
9. See Attachment II: Parcel Map for the accurate position of the plot;
10. 地块建筑退线要求详见附件四 Page 14
10. See Page 14 of Attachment IV for the detailed requirements for the building setback of the plot.



## 五、项目定位及设计理念

### V. Project Positioning and Design Philosophy

#### 1. 整体设计

##### 1. Overall Design

项目将打造成为面向未来的标志性的乐信总部大厦，为企业提供一个工作环境良好，能展示和提升对外企业形象的平台，让员工能体会到建筑内部的科技感所带来的人文关怀，让外界能感受到企业的活力、朝气和创新性。

The project will be built into a future-oriented landmark headquarters building of Lexin to provide the enterprise with a good working environment and a platform to showcase and enhance its image to the outside world so that employees can experience the humanistic care brought by the sense of technology inside the building and the outside world can feel the vigor, vitality and innovativeness of the enterprise.

大厦的主要用途为办公，全部为乐信企业自用，并配置部分的商业和食堂功能。建筑品质需满足甲级写字楼标准，重要区域和指标可以达到国际甲级写字楼标准，详见附件三《乐信总部大厦产品规划及功能建议书》P118。

The building will be mainly used for office, solely used by Lexin, and provided with some commercial and dining hall functions. The quality of the building shall meet the Grade A office building standards, with important areas and indicators up to the international Grade A office building standards. See P118 of Attachment III *Product Planning and Function Proposal for Lexin Headquarters Building* for the details.

建筑风格建议为现代沉稳简约型，避免棱角过分凸出和方正，注重弧度和线条感的打造，要重视外立面细节的表现，并与周边项目整体风格协调融合，同时体现自身的标志性和差异性。

The architectural style is suggested to be modern steady and simple style, avoid excessively prominent and square edges and corners, emphasize the creation of the radian and sense of line, pay attention to the details of the façade, be

coordinated and integrated with the overall style of surrounding projects while show its iconic characteristic and difference.

## 2. 绿色节能，可持续发展

### 2. Green, Energy Conservation and Sustainability

坚持以人为本、绿色健康理念，充分考虑大城市生态环境因素的影响，将周边环境与本项目建筑自身之间的不利影响降至最低。大厦的建设须充分体现节能意识，尽可能采用包括先进成熟配套的新技术、新材料、智能化等多项措施，在外维护结构、空调系统和控制、智能照明、生活污水处理、厨房污水、厨房油烟、厨房垃圾、办公垃圾处理等方面减少能源消耗，提供能源利用效率，节省业主建设运行费用，将本项目建设成为低碳、节能、绿色、生态的现代办公建筑。

The design shall adhere to the people-oriented, green and health concepts and fully consider the effects of the eco-environmental factors of the large city and minimize the adverse effects of the surroundings and the project's building. The construction of the building shall fully reflect the energy conservation awareness, adopt measures including advanced and mature supporting new technologies, new materials, and intellectualization, etc. as far as possible and reduce energy consumption in terms of the external maintenance structure, air-conditioning system and control, intelligent lighting, domestic sewage treatment, and kitchen sewage, cooking fume, kitchen waste and office waste treatment, etc. to increase the energy utilization efficiency, save the Owner's construction and operation costs, and build the project into a low-carbon, energy-saving, green and ecological modern office building.

## 3. 以人为本

### 3. People Oriented

本项目作为全企业自用的总部办公楼，应该充分考虑企业使用者的各种需求，为之提供周全、便捷的人性化的设施和服务。组织好企业使用者的水平及竖向交通流线，提高可达性及便易性。要保证建筑物内高舒适度的环境，有效控制室内的空气质量、噪音等级及室内热环境等，保持空气的清新、洁

净。力求营造典雅舒适、安全便捷、尺度宜人并别具特色的场所空间与可持续发展的人居环境。

As a headquarters office building solely used by the enterprise, the project design shall fully consider the various needs of the enterprise user and provide it with complete and convenient people-oriented facilities and services. The design shall organize horizontal and vertical traffic flows of the enterprise user to increase accessibility and convenience. It shall guarantee a highly comfortable environment inside the building and effectively control the indoor air quality, noise level and thermal environment to keep the air fresh and clean. It shall strive to create elegant, comfortable, safe, convenient, appropriately sized, and unique places and spaces and a sustainable living environment.

#### 4. 智慧高效

##### 4. Intelligence and High Efficiency

智慧化系统作为整个大厦的“大脑”，是体现大厦现代化、先进性的重要因素，必须在高智能、高集成水准上达到先进的智慧建筑水平，为大厦的使用者提供一个安全、高效和便利的办公空间。

As the “brain” of the whole building, the intelligent system is an important factor that reflects the modernization and advancement of the building and is required to reach the advanced intelligent building levels in terms of high intelligence and high integration to provide the building user with safe, efficient and convenient office space.

## 六、建筑设计要求

### VI. Architectural Design Requirements

#### 1. 办公设计

##### 1. Office Design

办公区域需要以满足乐信企业全部自用为基准来设计定制化空间，主要以开放式办公为主，可设置少量联合或共享办公空间来满足员工异地办公需

求，同时考虑在高层设置 2 层及以上挑空跨层连通空间。办公区层高以标准层高不超过 4.5m，净高不低于 3m，办公总面积为 43300 平方米。

The office area shall be designed with customized space based on the sole use of Lexin. The design shall be based on open office and shall provide a small amount of co-working or shared office space to meet the office demands of employees from another city and consider the setting of void connecting space across 2 floors or more on high floors. In the office area, the floor height shall meet the typical-floor height of not more than 4.5m, the clear height shall not be less than 3m, and the total office area shall be 43,300m<sup>2</sup>.

## 2. 大堂及公共区域

### 2. Lobby and Public Area

设置独立大堂，大堂设计应考虑凸显高档大气（高度不超过 16m，面积不低于 800m<sup>2</sup>），总体风格以现代、简约、艺术、生态为主，并应考虑连接至其他重要区域（如展示厅、会议室）的通道；大堂、展示厅、会议厅层高设计要体现舒适的高度和良好的形象；电梯厅通道宽度在 3.0m~3.5m，电梯厅净高不应低于 3.0m；内部走道宽度不低于 1.8m。

An independent lobby shall be provided. The lobby design shall highlight the upscale and classy quality (with the height of not more than 16m and the area of not less than 800m<sup>2</sup>), with the overall style based on modernity, simplicity, artistry, and ecology, and consider the connection with the passages of other important areas (such as showroom and meeting room); the floor height design of the lobby, showroom and conference hall shall reflect a comfortable height and good image; the elevator hall passage shall be 3.0m-3.5m wide and the elevator hall clear height shall not be less than 3.0m; the internal aisle shall not be less than 1.8m wide.

## 3. 商务及食堂

### 3. Commerce and Dining Hall

建议食堂和商业可设置在低区和裙楼，通过计算就餐人数计算满足员工需求，食堂面积不超过 1300 平方米。顶层需要考虑设置空中 VIP 接待区和观景平台，商业面积不超过 2000 平方米。

Dining hall and commerce are suggested to be set in the low area and podium. The number of diners shall be calculated so as to meet the employees' needs, and the dining hall area shall not exceed 1,300m<sup>2</sup>. Consideration shall be given to the setting of an aerial VIP reception area and viewing platform on the top floor, with the area of commerce not exceeding 2,000m<sup>2</sup>.

#### 4. 地下室

#### 4. Basement

地下室层数宜按 4 层考虑，地下建筑高度不低于 16m，停车位宜通过计算满足本建筑使用需求，且不能少于 173 辆，地下室建筑面积约为 11600 m<sup>2</sup>，具体参数详见附件三 Page 23。

The number of basement levels shall be considered as 4, with the underground building height of not less than 16m; the number of parking spaces shall be calculated so as to meet the use requirement of the building and shall not be less than 173. The basement floor area shall be about 11,600m<sup>2</sup>. See Page 23 of Attachment III for the detailed parameters.

#### 5. 建筑节能环保要求

#### 5. Requirements for Building Energy Conservation and Environmental Protection

本项目设计需要达到 LEED 金级认证标准，并需满足广东省和深圳市的节能、环保、海绵城市等地方建设要求。

The project design shall reach the LEED Gold Rating and meet local construction requirements for energy conservation, environmental protection, and sponge city, etc. of Guangdong Province and Shenzhen City.

#### 6. 其它要求

#### 6. Other Requirements

建筑师需充分考虑本建筑物风格跟周边环境的融合，同时考虑与本项目地块南侧都市文化山谷绿地广场，深圳湾大街的景观、人流、交通，以及地



铁 13 号线和空中连廊、地下通道及人才公园停车场的合理有效衔接，详见附件四《南山后海中心区城市设计》。

Architects shall fully consider the integration between the style of this building and the surroundings and consider the reasonable and effective connection with the Urban Culture Valley green space and square on the south side of the project plot, the landscape, stream of people and traffic of Shenzhen Bay Street, Metro Line 13, air corridor, underground passage, and Talent Park parking lot. See Attachment IV *Nanshan Houhai Central Area Urban Design* for the details.

## 七、方案竞赛设计提交成果要求

### VII. Requirements for Competition Deliverables

方案设计将明确各建筑物的位置、出入口、相临距离、高度与层数，明确各功能人车流线，货物流线，水平及竖向交通组织等，初步明确平面形状、各层使用功能分布、结构柱墙位置、柱网尺寸，建筑造型和立面概念设计，同时包含景观绿化概念设计。

The schematic design shall define the position, entrance and exit, adjacent distance, height and the number of floors of each building, the pedestrian and vehicular flows and goods flow of each function, and horizontal and vertical traffic organization, etc., preliminarily define the planar shape, use function distribution of each floor, structural column and wall positions, column grid size, and architectural model and elevation conceptual design and include the landscape and greening conceptual design.

#### 1. 最终提交设计成果

##### 1. Final Deliverables

总体提交成果应包括文本内容均应装订成 A3 图册，向招标单位提交 9 份（一正八副，设计文本正本单独包装，并在密封袋及设计文本扉页上注明项目名称、入围单位名称加盖公章）。U 盘文件，一式两份。A0 彩色展板，

不超过 4 张。演示使用 PPT 格式，自动播放时间不超过 10 分钟。最终报告采用中文或中英文书写，以中文为准。电子文件须提供与设计文本及设计图纸的内容相同的电子文件，其中文本文件采用 Microsoft word 的 doc 文件格式；图纸采用 AutoCAD 2004 及以上版的 DWG 文件格式，并需提供在 dwg 格式文件中使用的非 AutoCAD 自带字库中的字体的字库文件；效果图图形文件采用 JPG 和 3dmax 文件格式，提供 3dmax 三维电子模型、材质贴图及主要透视效果渲染图文件各两份。

The overall deliverables shall include the text content bound into A3 volumes, with 9 copies submitted to the Tenderer (one original and eight copies; the original of the design text shall be separately packaged, and the sealing bag and design text's title page shall be indicated with the project name and the shortlisted agency's name and affixed with the official seal); USB flash drive in duplicate; not more than 4 A0 color display boards; PPT presentation file, with the duration of not more than 10 minutes. The final report shall be written in Chinese or Chinese and English, and the Chinese content shall prevail. Electronic files shall be those whose contents are the same as the design text and design drawings; wherein, the text file shall be in .doc of Microsoft Word. Drawings shall be in .dwg of AutoCAD 2004 version or above and provided with font files of non-AutoCAD fonts used in the .dwg files. Renderings shall be in .jpg and 3dmax format, with separately two 3dmax 3D electronic model, texture map and main perspective rendering files provided.

详细内容见下表：

See the following table for details:

类型 Type	序号 S/ N	主要设计成果 内容 Content of main deliverables	设计要求 Design requirement	备注 Remarks
一、 设计	1	彩色总体规划 方案平面图	明确场地的区域位置，表达建筑规划与路网考虑、建筑物的出入口位置、层数与设	

<b>规划 图纸</b>  <b>I. Desi gn and plan ning dra wing</b>		Color master plan	<p>计标高等。</p> <p>Define the location of the site in the area and express the architecture planning and road network considerations, building entrance and exit positions, the number of floors, and design elevation, etc.</p>	<p>文本内容均应装订成 A3 图册，向招标单位提交 9 份（一正八副，设计文本正本单独包装，并在密封袋及设计文本扉页上注明项目名称、入围单位名称加盖公章）。</p> <p>The text content</p>
	2	<p>功能分区与产品业态分布图</p> <p>Function division and product business form distribution diagram</p>	<p>根据业主提供的业态配比要求，明确各功能分区，产品排布，明确各业态之间的人流分析，包括地下业态与各地块之间的人流导向分析等。</p> <p>According to the business form proportion requirements provided by the Owner, define the functional areas and product layout and analyze pedestrian flow between business forms, including the pedestrian flow direction between the underground business forms and plots, etc.</p>	
	3	<p>道路交通组织分析图</p> <p>Road traffic organization analysis diagram</p>	<p>体现人行与车行流线，明确人车关系；体现主要出入口的位置；对用地已有道路进行功能定位；核实停车方式与数量要求的可行性；根据道路设计宽度，示意性表达路网分级。</p> <p>Reflect pedestrian and vehicular flows and clarify the relationship between pedestrians and vehicles; reflect the main entrance and exit positions; position the functions of existing roads on the land; verify the feasibility of parking methods and quantity requirement; indicatively express road network classification according to the design width of the roads.</p>	
	4	<p>城市系统空间分析图</p> <p>Urban system space analysis</p>	<p>包括立体交通、地下空间、公共空间，景观空间系统分析。</p> <p>Include the three-dimensional traffic, underground space, public space and</p>	

		diagram	landscape space system analysis.	shall be bound into A3 volumes, with 9 copies submitted to the Tenderer (one original and eight copies; the original of the design text shall be separately packaged, and the sealing bag and design text's title page shall be indicated with the project name and the shortlisted agency's name and affixed with the official
	5	规划竖向分析图 Vertical planning analysis diagram	总体场地剖面示意（横、纵向共计至少 2 张） General site profile (at least 2 horizontally and vertically)	
	6	城市视野空间分析图 Urban view space analysis diagram	主要视野景观通廊、滨海城市天际线、沿主干道界面分析，多角度的全面展示临街效果。 Analyze the main vision landscape corridor, coastal city skyline, and interface along the trunk road, and comprehensively display the street effect from multiple angles.	
	7	其他必要的分析图 Other necessary analysis diagrams	、日照分析、建筑体量分析、建筑物的垂直交通流分析、与后海中心区城市设计配合的分析、与地铁衔接分析 Sunlight analysis, building massing analysis, building vertical traffic flow analysis, analysis of design cooperation with Houhai Central Area urban design, and analysis of connection with the metro	
二、建筑设计图纸 II. Architectural design drawing	1	建筑单体平面图 Single building plan	体现各功能建筑主要平面布置、朝向、核心筒布置，表达单体进深与开间尺寸等内容，包含不限于：地下各层平面、地上各层平面（包括设备避难层、顶层平面图等）。 Reflect the main plane layout, orientation and core arrangement of each functional building, and express the single building depth and opening size, etc., including but not limited to the underground floor plan, and aboveground floor plan (also including the mechanical-floor, refuge-floor and	

			top-floor plans, etc.).	seal)
	2	建筑效果图 Architectural rendering	<p>主要建筑单体应提交不少于6张彩色展示效果图，包含至少1张鸟瞰图和1张夜景效果图、重要的室内空间效果图（大堂、标准层、空中商墅等）、主要透视渲染图</p> <p>Each of the main single buildings shall have not less than 6 color renderings, including at least 1 aerial view and 1 night rendering, important indoor space renderings (lobby, typical floor, and sky commercial villa, etc.), and main perspective renderings.</p>	
	3	单体建筑主要彩色立面图、剖面图。 Main color elevation and section of each single building	/	
	4	单体建筑材料的运用分析图 Analysis diagram of the application of single building's materials	<p>鼓励对新型建筑材料特别是立面新材料的运用</p> <p>Encourage the use of new building materials, especially new façade materials.</p>	
三、设计说明 III. Design description	1	设计说明 Design description	/	

四、 景观 设计 IV. Lan dsca pe desi gn	1	用地特征及景观现状分析图  Analysis diagram of land use characteristics and landscape status	/	
	2	景观总平面图  Landscape master plan	表达绿化、水系、广场、道路及建筑入口之间的平面布置关系  Express the plan layout relationships of greening, water system, plazas, roads and building entrances.	
	3	景观交通分析图  Landscape traffic analysis diagram	表达车、人、节点与绿地的交通流线组织关系  Express the traffic flow organization relationships of vehicles, pedestrians, nodes, and green spaces.	
	4	视线分析及空间分析图  Sight line analysis and spatial analysis diagram	/	
	5	典型景观效果性草图  Sketch renderings of typical landscape nodes	/	
五、 展板	1	展板	A0 尺寸	不超过 4 张

V. Display board		Display board	A0 size	Not more than 4
六、 电子文件 VI. Electronic file	1	文本文件和展示图版的电子文件 Electronic files of text document and display boards	PDF 格式或 JPG 格式。JPG 格式的图像文件的长边不小于 4000dpi。 In .pdf or .jpg, with the long side of the image file in .jpg not less than 4,000dpi.	U 盘文件，一式两份 Stored in USB flash drive in duplicate
	2	主要图纸的 DWG 格式文件 Main drawings in .dwg	AutoCAD 2004 或以上版本，并需提供在 DWG 格式文件中使用的非 AutoCAD 自带字库中的字体的字库文件； AutoCAD 2004 version or above, provided with font files of non-AutoCAD fonts used in .dwg files	
	3	汇报 PPT Presentation PPT	PPT 汇报文件或多媒体演示文件，自动播放不超过 10 分钟 Presentation file in .ppt or multimedia presentation file, with the duration of not more than 10 minutes	
七、 实体模型 VII. Solid model	1	实体模型 Solid model	模型比例为 1:300 Scale: 1:300	/
八、 三维模型	1	3dmax 模型 3dmax model	详细要求见仿真文件格式要求 See the Format Requirements of Simulation Files for detailed requirements.	/

VIII.  
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注：竞赛成果包括但不限于上述内容。

Note: The competition deliverables include but are not limited to the above content.

2. 仿真文件格式要求

2. Format Requirements of Simulation Files

要求各投标单位提供仿真相关技术资料

Relevant simulation technology materials required to be provided by each bidder:

1) 要求各投标单位提供 2014 版 3dmax 模型原始文件和相贴图材质、同时提供每栋建筑的四个立面效果图格式为 JPG，像素在 5000 左右、每个方案的总平面格式为 JPG，像素在 5000 左右。

1) Each bidder shall provide original documents of 3dMAX model (2014 version) and the maps of relevant textures, and meanwhile, provide the renderings in the format of JPG of four façades of every building, with pixels of around 5,000. The master plan of each scheme is in .JPG, with pixels of around 5,000.

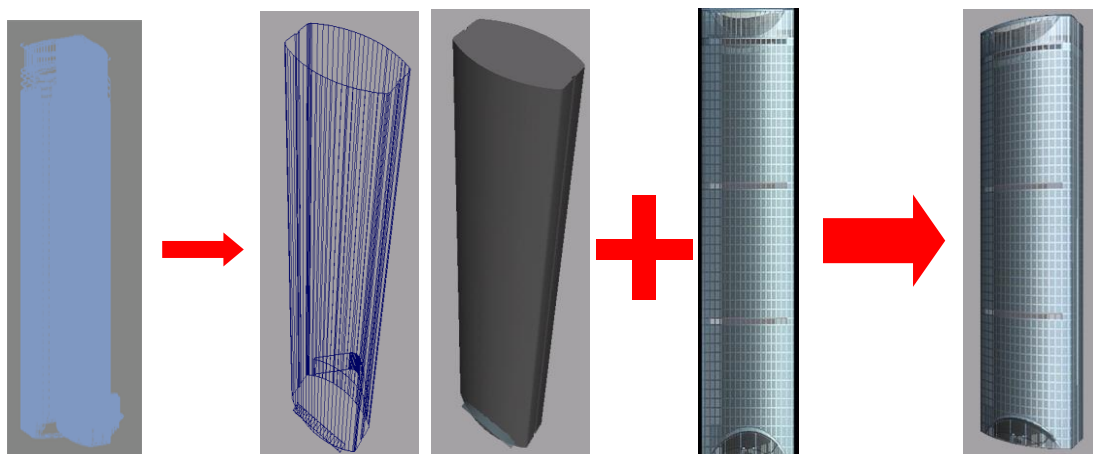
2) 提供简化模型，包括各建筑立面纹理和总平面图的简化模型,简化模型不能共面，建筑总面数在 100 到 10000 面之间。

2) Provide simplified models, including the simplified models of façade texture and master plan of each building. No co-plane is allowed for simplified models, and total building planes shall be from 100 to 10,000.

附：模型简化示意图：



Attachment: Simplified model diagram:



原复杂模型简化的模型立面纹理需提供的用于（几十万个面）（几十个面）  
（原来模型渲染生成）仿真制作的模型

The façade texture of the models simplified from original complicated models shall be provided for the simulated models (of hundreds of thousands of planes) (tens of planes) (generated from the rendering of original models).

### 3. 建筑师的主要工作内容及时间节点

#### 3. Main Work Contents and Time Nodes of Architects

一旦建筑师的概念方案被选中，建筑师必须按以下内容及时间节点承担建筑设计服务工作（具体内容以建筑师设计任务书为准）：

The architect whose conceptual scheme is selected must undertake the architectural design service according to the following content and time nodes (the specific content is subject to the design brief of the architect):

- (1) 建筑师需负责完成本项目建筑专业的方案设计及扩初设计；
- (1) The architect shall complete the schematic design and design development of the architectural discipline of the project;
- (2) 建筑师需负责完成本项目建筑幕墙、建筑维护设施（BMU）、景观、外立面及景观照明的方案、扩初及招标图设计；

- (2) The architect shall complete the scheme, design development and tender drawing design of the building curtain wall, building maintenance unit (BMU), landscape, façade, and landscape lighting of the project;
- (3) 建筑师需负责对国内设计院的设计成果进行审查, 确保符合建筑师设计意图;
- (3) The architect shall review the design results of the domestic design institute to make sure that they meet his/her design intention;
- (4) 建筑师需负责完成建筑幕墙、建筑维护设施 (BMU)、景观、外立面及景观照明的招标技术文件的编制, 提供材料及工艺样板, 并配合业主相应的工程招标及评标工作;
- (4) The architect shall complete the preparation of the tender technical documents of the building curtain wall, BMU, landscape, façade and landscape lighting, provide materials and process samples and cooperate with the Owner's corresponding project tender and bid evaluation;
- (5) 建筑师及其顾问单位需跟国内设计院单位沟通, 完成幕墙及 BMU 方案、扩初设计的 BIM 模型, 并将 BIM 成果移交国内设计院单位;
- (5) The architect and his/her consultant shall communicate with the domestic design institute to complete the curtain wall and BMU schemes and the BIM model in the design development and shall hand BIM results to the domestic design institute;
- (6) 建筑师需负责审核影响建筑幕墙、建筑维护设施 (BMU)、景观、外立面及景观照明的施工图深化设计文件, 以及承包商提供的关键材料、设备及施工工艺样板;
- (6) The architect shall review the construction drawing design development documents that affect the building curtain wall, BMU, landscape, façade, and landscape lighting as well as the key materials, equipment, and construction process samples provided by the contractor;
- (7) 建筑师所提供的各阶段的设计成果, 需同时符合本招标文件要求, 以及中国及项目所在地的法规、标准规范及政府审批的深度要求。

- (7) Design results provided by the architect at each stage shall meet the requirements herein, the national and local regulations, standards, and specifications, and the extent required to obtain government approval;
- (8) 建筑师需根据业主指定的造价咨询单位完成的建筑工程估算调整设计成果，保证设计成果满足业主成本要求；
- (8) The architect shall adjust the design results according to the construction project estimation completed by the cost consultant designated by the Owner to guarantee that the design results meet the Owner's cost requirement;
- (9) 当业主发出中标通知书，建筑师接受中标通知书后，需立刻启动设计工作，不得以任何理由拖延，以确保上述设计进度节点按时达成，否则视为建筑师违约，设计主要里程碑时间节点见下表：
- (9) After the Owner gives the bid-winning notice and the architect accepts it, the architect shall immediately start the design work without delay for any reason so as to ensure the timely completion of the above design process nodes; otherwise, it will be deemed as the architect's default. See the following table for the main milestone nodes of the design:

序号 S/N	里程碑节点 Milestone node	开始时间 Start time	完成时间 Completion time	工期 Duration
1	建筑方案设计 Architectural scheme design	2020/8/21 August 21, 2020	2020/10/15 October 15, 2020	56d
2	建筑方案设计报批 Submission of the architectural scheme design for approval	2020/10/23 October 23, 2020	2020/11/12 November 12, 2020	21d
3	扩初设计 Design development	2020/11/13 November 13, 2020	2021/1/11 January 11, 2021	60d
4	建筑扩初设计报批（含结构超限抗震审批） Submission of the architectural design development for approval	2021/1/5 January 5, 2021	2021/2/1 February 1, 2021	28d

	(including aseismic design approval for over-limit structure)			
5	桩基础施工图设计 Pile foundation construction drawing design	2021/2/2 February 2, 2021	2021/2/8 February 8, 2021	7d
6	主体工程施工图设计 Main works construction drawing design	2021/2/2 February 2, 2021	2021/4/26 April 26, 2021	84d
7	办理建设工程规划许可证 Handling of the Construction Project Planning Permit	2021/5/11 May 11, 2021	2021/5/24 May 24, 2021	14d
8	预计工程开工时间 Expected project commencement time	2021/1/15 January 15, 2021	-	-
9	预计工程完工时间 Expected project completion time	-	2023/12 December 2023	-

#### 4. 交标时间要求

#### 4. Time Requirements

2020 年 6 月 9 日启动，2020 年 8 月 19 日提交最终成果。

The design shall be commenced on June 9, 2020, and the final deliverables shall be submitted on August 19, 2020.

## 八、附件

### VIII. Attachments

附件一：《建筑用地规划许可证》

Attachment I: *Construction Land Planning Permit*

附件二：宗地附图

Attachment II: *Parcel Map*

附件三：乐信总部大厦项目产品规划及功能建议书

Attachment III: Product Planning and Function Proposal for Lexin Headquarters  
Building Project

附件四 《南山后海中心区城市设计》

Attachment IV: *Nanshan Houhai Central Area Urban Design*

## 第三部分 附件资料

### Part III Annexes

附件 1 报名表 – 乐信总部大厦建筑概念方案设计公开招标

**Annex 1 Application Form—Open Bidding for Architectural Design of the Competition for the Conceptual Scheme of Lexin Headquarters Building**

报名表简表（注：本表请保持与报名文件内容一致）

**Simplified Application Form (Note: Please keep the contents of this form consistent with the contents of the application documents)**

公司注册名称 Registered company name	国家 或地区 Country or region	公司类似业绩 (5 个以内) Company achievements of similar projects (within 5)	主创团队名单 List of the team of chief designers	主创团队业绩 (5 个以内) Achievements of the team of chief designers (within 5)	主创设计师奖项/荣 誉 (5 个以内) Awards/honors of chief designers (within 5)	项目联系人 联系电话及邮箱 Contact person, contact number and e-mail of the project

## A、参赛单位基本情况

### A. Basic information of bidder

<b>1</b>	公司注册名称 Company registered name	
	<b>公司详细资料</b> Company details	
<b>2</b>	国家或地区 Country of region	
	法定代表人 Legal representative	
	常驻地址 Permanent address	
	电话 Tel	
	传真 Fax	
	网址 Website	
	电子邮箱 Email	
	公司成立日期 Date of establishment	
	设计资格的种类/级别 Category/grade of design qualification	
	<b>本项目联系人</b> Contact person for this project	
<b>3</b>	姓名 Name	
	头衔和职务 Title and post	
	电话 Tel	
	传真 Fax	
	电子邮箱 Email	
	通信地址及邮政编码 Mailing address and postal code	

**B、公司同类型项目设计经验（不超过 5 个）**

**B. Company design experience in similar projects (no more than 5)**

填写要求：

Requirements:

- 1、简述项目名称、地点、所承担的设计内容及项目规模。
1. Brief of the project name, place, responsible design and project size
- 2、项目完成情况和获奖情况。
2. Completion and award of the project.
- 3、招标人情况和招标人联系方式（通讯地址、电话、传真和电子邮件）。
3. Information about the Tenderer and contact information of the Tenderer (mailing address, telephone, fax and e-mail).
- 4、主要参加人（设计师）的姓名、职务、作用及责任分工。
4. Name, position, role and division of responsibility of main participants (designers).

项目 1

Project 1

项目 2

Project 2

项目 3

Project 3

项目 4

Project 4



项目 5 Project 5

**C、本项目中拟出任的主要设计人员**

**C. Chief designers of the project**

姓名 Name	
学历、学位及专业特长 Education , degree and specialty	
详细任职历史（自现职开始） Work experience (since current position)	
获得国内或国际奖项 Domestic or international awards	

设计经验（不超过 5 个） Design experience (no more than 5)	
项目名称 Project name	
项目规模、特点及性质 Project size, characteristics and nature	
项目名称 Project name	
项目规模、特点及性质 Project size, characteristics and nature	
项目名称 Project name	
项目规模、特点及性质 Project size, characteristics and nature	
项目名称 Project name	
项目规模、特点及性质 Project size, characteristics and nature	
项目名称 Project name	
项目规模、特点及性质 Project size, characteristics and nature	
项目名称 Project name	
项目规模、特点及性质 Project size, characteristics and nature	
拟在本项目中承担的职责及任务 Responsible work in the project	

**D、签字盖章**

**D. Signature and seal**

我谨代表前述申请参加本次投标的设计公司声明：本表各页，加盖公章为记，所填一切内容属实，并同时在此授权本次招标组织者在其认为适当的时间和场合公开、使用有关信息。  
On behalf of the Company to participate in the design tender, I make this statement: every page of the table, with official seal for the note, all the contents filled is true, and at the same time authorized the tender organizer to publicize relevant information in appropriate time and occasion.

填表人姓名  
Name

\_\_\_\_\_

公司法定代表人  
Legal representative

\_\_\_\_\_

日期  
Date

\_\_\_\_\_

附件 2 法定代表人资格证明书（参考备用）

**Annex 2 Certificate of Qualifications of Legal Representative (for Reference)**

单位名称：

Company name:

地址：

Address:

姓名：\_\_\_\_\_ 性别：\_\_\_\_\_ 年龄：\_\_\_\_\_ 职务：\_\_\_\_\_ 系的法定代表人。

特此证明！

It is hereby certified as follows:

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Title: \_\_\_\_\_ is the legal representative of \_\_\_\_\_.

投标单位（盖章）：

Bidder (seal)

日期： 年 月 日

Date: MM/DD/YY

说明：1. 本证明书要求投标人提供加盖公章后的原件方为有效。

2. 须提供法定代表人的身份证复印件（附后）。

Notes: 1. Only the original bearing public seal of the certificate submitted by the Bidder is valid.

2. Hard copy of legal representative's identity card shall be provided (attached)

附件 3 法定代表人授权书（参考备用）

**Annex 3 Power of Attorney of the Legal Representative (for Reference)**

致  
To

（投标人全称）法定代表人（姓名、职务）授权（被授权代表姓名、职务）为本公司合法代理人，参加贵司组织的乐信总部大厦建筑概念方案设计公开招标项目的招标活动，代表本公司处理招标活动中的一切事宜。包括但不限于：投标、谈判、签约等。投标人代表在招投标过程中所签署的一切文件和处理与之有关的一切事务，本公司均予以认可并对此承担责任。投标人代表无转委托权。特此授权。

The legal representative (name and title) of (full name of the Bidder) hereby authorizes (the name and title of the authorized representative) as the Company's lawful agent to participate in the bidding activity for the project (Open Bidding for Architectural Design of the Competition for the Conceptual Scheme of Lexin Headquarters Building) organized by you respected company, and to handle all matters in the bidding activity on behalf of the Company, including but not limited to bidding, negotiation, contract signing, etc. The Company will acknowledge all documents signed and all relevant matters handled by the Bidder's representative during the bidding process, and will undertake responsibilities for all these. The Bidder's representative does not have the right of sub-entrustment.

本授权书于\_\_年\_\_月\_\_日签字生效,特此声明。

It is specially stated here that the Power of Attorney is signed and takes effect on\_\_\_\_\_ (date).

被授权人:	职务:
Authorized representative:	Title:
联系电话:	手机:
Contact number:	Mobile phone:
身份证号码:	
ID number:	
投标单位（盖章）:	
Bidder (seal)	
法定代表人（签名）:	
Legal representative (signature):	
被授权人（签名）:	
Authorized representative (signature):	

说明：1.本授权委托书要求投标单位提供有代理人签字、法定代表人的签字（或盖私章）和加盖公章后的原件方为有效；

2.提供代理人的身份证复印件（附后）。

Notes: 1. The Power of Attorney shall be submitted in the form of original bearing the signature (or personal seal) of agent and legal representative and the public seal of the Company;

2. The hard copy of the agent's identity card shall be provided (attached).

#### 附件 4 投标确认函（第二阶段提交）

#### Annex 4 Confirmation Letter of Bidding (Phase II submission)

### 投 标 确 认 函

### Confirmation Letter of Bidding

致

To

我方在此确认参加 乐信总部大厦建筑概念方案设计公开招标 活动，我方承诺遵守本次招标活动的一切规则，并同意和承诺如下事项：

The Company hereby confirms that it will participate in the Open Bidding for the Competition for the Conceptual Scheme of Lexin Headquarters Building, and undertakes that it will comply with all rules of the bidding activities and agree and undertake the following matters:

1. 我方承诺按照招标文件中的要求按时提交设计成果。

1. The Company undertakes to submit design schemes on time in accordance with the requirements of the tender document.

2. 我方承诺按照《投标确认函》所承诺的提交的主创设计人员将全程参与设计竞标阶段的设计工作（附投标单位主创设计人员名单及工作分配表）。

2. The Company undertakes that the chief designers that submit design schemes as promised in the *Confirmation Letter of Bidding* will participate entirely in the design in the design bidding stage (attached with the list of chief designers and work assignments form of the bidder).

3. 我方承诺按照设计竞标阶段设计任务书要求的深度完成设计成果。

3. The Company undertakes to fully complete the design schemes in accordance with the design brief requirements in the design bidding stage.

4. 我方保证提交的设计成果内容无任何虚假、未侵犯他人知识产权。若评标过程中查出有虚假，同意作无效投标文件处理并取消参赛资格。若中标之后查出有虚假，同意废除中标资格接受处罚，承担因侵犯他人知识产权而由此引起的全部法律责任和经济责任。

4. The Company ensures that the submitted design schemes are free from any false information or infringement upon intellectual property rights. If any false information is found during bid evaluation, it agrees to be invalidated and disqualified for the competition. If any false information is found after winning the bid, it agrees to be disqualified for winning the bid, and bear all legal and economic responsibilities caused by the infringement upon intellectual property rights of others.

5. 如我方中标，我方将按照《投标确认函》所承诺的设计人员组建项目设计组，完成本项目的全部设计工作。如未经主办方书面同意更换项目设计组成员，招标人有权取消我方的中标资格或单方面终止合同，由此给招标人造成的损失由我方承担。

5. If the Company wins the bid, it will set up a project design team according to the designers promised in the *Confirmation Letter of Bidding* and complete all the design work of the project. If

members of the project design team are replaced without the written consent of the sponsor, the Tenderee has the right to disqualify the Company for winning the bid or unilaterally terminate the contract, and the losses caused thereby to the Tenderee shall be borne by the Company itself.

在正式委托合同签署并生效之前，贵方的《招标公告》、《招标文件》、《投标确认函》和《中标通知书》将成为约束我方和代建人的合同文件的组成部分。

Before the formal entrustment contract is signed and takes effect, your *Tender Notice, Tender Document, Confirmation Letter of Bidding and Letter of Acceptance* will become an integral part of the contract document binding both parties.

为方便联系，我方指派\_\_\_\_\_（先生/女士）出任本次投标工作联系人。联系电话：\_\_\_\_\_，邮箱：\_\_\_\_\_

For the convenience of contact, the Company appoints (Mr./Ms.) \_\_\_\_\_ as the contact person of the bidding activities. Contact number: \_\_\_\_\_, E-mail: \_\_\_\_\_.

特此函告！

The notice is hereby given!

附：投标单位主创设计人员名单及工作分配表

Annex: List of Chief Designers and Work Assignment Form of the Bidder

序号 S.N.	主创人员名单 List of chief designers	拟承担的工作内容 Work assignment
1		
2		
3		
...		

单位名称（加盖公章）：

Company name (affixed with official seal):

主创设计师（签字）：

Chief designer (signature):

法人代表或委托人（签字）：

Legal representative or principal (signature):

地址：

Address:

电话：

Telephone:

传真：



Fax:

日期:

Date:

附件 5 商务标文件（商务标文件将在第一阶段报名及资格预审阶段结束后提供给入围投标人）

**Annex 5 Commercial Bid Document (this document will be provided to the shortlisted bidders after the end of Stage 1 Application & Prequalification)**